

May 31, 2002

To: All Paving Contractors
From: City of Gardner
Subject: An Ordinance Relative to Driveway Grade Levels

On May 22nd, the City Council approved modifications to City ordinance No. 55, an ordinance relative to driveway grade levels. This ordinance becomes effective on June 3, 2002.

The ordinance was modified to ensure that any driveway repaving or new driveway construction near city sidewalks or streets does not disrupt the flow of storm water. If there is a change in the grade or elevation of driveways, this can sometimes be an issue with storm water flowing into adjacent property and washing away the land. This has happened rather frequently over the years.

Complying with the ordinance is a shared responsibility between the property owner and the contractor, however practically it becomes the responsibility of the contractors. Permit forms are available at the office of the City Engineer located in City Hall, 95 Pleasant Street in Gardner, Room 226. A minimum of three working days shall be required for review and approval prior to commencing the work. The fee for the permit is \$25.00. Those not in compliance with this ordinance will be subject to a fine of \$50.00 per violation.

A copy of the modified ordinance is attached, as well as grade level requirements and a blank permit form. You can make copies of the form for your use, however the permit must be approved and the fee paid prior to commencing the work. The permit may be faxed to our office at (978) 630-4896 with payment to be made upon receipt of approval. Arrangements may also be made for prepayment of a predetermined amount of permits in advance. This would eliminate multiple visits to our office, as the approval could then be faxed back to you. Please contact our office at (978) 630-4010 if you have any questions or if you would like to make prepayment arrangements.